

**RAJDHANI COLLEGE : RAJA GARDEN : NEW DELHI : 110015.
(UNIVERSITY OF DELHI)**

RC/RG/113/4003

Dated: 27.1.2013

NOTICE

Application are invited from eligible candidates for the post of Junior Assistant purely on contractual basis one against leave vacancy for a period upto 26.5.2013 and another one for a period not exceeding six months , on a consolidated salary of Rs. 11,500/- per month as per the details given below:-

Qualifications required

Essential:

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks or a Graduate from a recognized University.
2. Having a typing speed of 40 w.p.m. through Computer .

Desirable:

1. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to pay roll, Accounts, MIS etc.
2. Diploma in Office Management and Secretarial Practice.

Age Limit – 27 years

The College reserves the right to change the nature of post or not to fill up the above post, if circumstances so warrant.

Application on plain paper giving the particulars of qualifications, experience etc. should reach the Principal, Rajdhani College , Raja Garden , New Delhi-110015 on or before 11.2.2013 .

Dr. Vijay Laxmi Pandit
Principal

**Copy to: 1. Bursar/S.O. (Accounts) .
2 . Convenor Website Committee.**

Dr. Vijay Laxmi Pandit
Principal